

SIX FLAGS NEW ENGLAND	
SUBJECT: CONTRACTOR RESPONSIBILITIES	
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## 9.1 PURPOSE

To familiarize all of Six Flags New England Contractors and Concessionaires with the Company's safety and security rules, procedures, and requirements for working at Six Flags New England.

## 9.2 SCOPE

This procedure applies to all Contractors and Concessionaires working at/for Six Flags New England.

## 9.3 GENERAL

Each Contractor is required to comply with all local, state, and federal safety standards and regulations. Each Contractor will be furnished a copy of the policy, "Contractor Safety, Health and Security Requirements" and is required to comply with these policies.

*Each contractor shall also provide the proper insurance be for each job. Further, each contractor shall complete the proper indemnity contract information be for each job. This information shall be approved by the Safety Department.*

Prior to the start of any work on any project, a Contractor representative must attend a safety and health orientation conducted by the Six Flags New England Safety Department. The Contractor Representative must bring to this orientation a written scope of work along with a list of materials to be used. The Contractor representative must also sign the Acknowledgment/Agreement for Contractors (Appendix D). The Contractor representative must review Six Flags New England policies and procedures with all Contractor employees prior to working on Six Flags New England property.

## 9.4 CONTRACTOR RESPONSIBILITIES

The Contractor is responsible for all employees working for him/her and for all visitors calling on or doing business with the Contractor or Contractor employees while on Six Flags New England properties. This includes Subcontractors. The Contractor shall provide Six Flags New England with an afterhour's telephone list for contact in case of emergency.

The Contractor must make available a Safety and Health Program (as required by OSHA Standard 29 CFR 1926.20 & .21) for review by the Six Flags New England Safety Department prior to starting work. The program, at a minimum, must include:

- a statement of policy
- a plan for work site hazard prevention and control

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- training for employees
- procedures for compliance with all applicable federal, state, and local regulations and standards
- Name, address, and telephone numbers of contact person in case of an emergency

If the Contractor does not have a Safety and Health Program, the Contractor should contact the Six Flags New England Safety Department for referrals, etc.

The Contractor is responsible for following all of the Six Flags New England Safety and Health Policies. If any questions arise, the Contractor is required to contact the Safety Department.

**ONLY THE SAFETY DEPARTMENT CAN MAKE DECISIONS REGARDING ALTERATIONS TO SIX FLAGS NEW ENGLAND SAFETY AND SECURITY PROCEDURES.**

## **9.5 CONTRACTOR SAFETY AND SECURITY RULES**

The following is a summary of selected accident prevention rules and working procedures which apply to all Contractors while working for Six Flags New England.

**NOTE: THIS SUMMARY SHOULD NOT BE CONSIDERED ALL INCLUSIVE.** Any questions should be directed to the Safety Department.

### **9.5.1 Emergency Procedures**

#### **A. Medical**

1. DIAL EXTENSION 2 for emergency ambulance or for first aid requests. Contractor supervision shall instruct their employees as to the location of the nearest phone and what to do in case of a medical emergency. The reporting party should be prepared to furnish his/her name, extension, location of incident, and the nature and extent of injury.
2. Contractors working for Six Flags New England are permitted to obtain medical treatment for minor injuries at the First Aid Station.
3. All injuries and incidents shall be reported to the individual's supervisor, who is required to report the incident to the Safety Department. The Safety Department will investigate the incident.

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4. ESIS, at its discretion, may conduct an independent investigation of the accident/incident.

B. Fire

1. DIAL EXTENSION 2 to report a fire. The reporting party should be prepared to give his/her name, extension, location of the fire, and type and extent of fire (if known).
2. Personnel working in the fire area must be notified so they can be safely evacuated from the area.
3. Only trained personnel should make an effort to safely extinguish or control the fire prior to the arrival of fire fighting personnel.
4. Each Contractor is to furnish his/her own fire extinguisher in applicable work areas.

In any emergency situation where a Contractor must be evacuated, the Contractor and employees must meet at a designated head-count area and be accounted for. All Contractors must remain in their head-count area until they have received an "all clear" report from the Safety Department.

### 9.5.2 Safety Meetings

Before starting any new work and at least weekly thereafter, all Contractor employees must attend a safety briefing conducted by the Contractor designee (supervisor or foreman). This briefing must include the following:

- A. The Contractor Job Safety Analysis (JSA) form must be completed prior to the safety briefing and reviewed with and signed by all Contractor personnel on site. After the briefing, this form must be kept in an area where it can be viewed by all contractor employees. This form MUST be submitted to the Safety Department after each new form has been completed (Appendix A).
- B. Six Flags New England will discuss any safety concern with the Contractor's employees.
- C. Any safety concerns of and/or questions by any Contractor employee will be addressed at the safety briefing.

### 9.5.3 Personal Protective Equipment

All safety equipment shall be provided and inspected by the Contractor. The following is mandatory safety equipment on a job site:

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- A. SAFETY GLASSES - Goggles or face-shield may be required depending on the job.
- B. STEEL TOE SAFETY SHOES - Must be ankle high and made of substantial material.
- C. SHIRT AND LONG PANTS.
- D. HEARING PROTECTION - Where required in high noise areas.
- E. OSHA APPROVED FALL PREVENTION/FALL PROTECTION EQUIPMENT - Must be worn in all areas where workers are working at unprotected heights of 6 feet or more.
- F. OTHER EQUIPMENT - Other pertinent safety equipment as required by the job. Any questions concerning necessary equipment must be addressed to the Safety Department.
- G. HARD HAT - Required in all construction areas. All hard hats must be identified with the employee's name. All supervisors must be identified on their hard hats as supervision.
- H. NFPA 70E PPE shall be worn per labels at all times

All equipment listed herein is required even if trade union, federal, and/or state regulations do not require the equipment.

#### **9.5.4 Personnel Movement**

The following procedures must be followed by all Contractor personnel. Any questions should be directed to the Safety Department.

- A. The parking of a personal vehicle inside the Park is not permitted, unless the vehicle is being used in actual construction and when the operator responsible for the vehicle is present.
- B. Contractor foremen will assemble their workers in the associate's parking lot and drive into the restricted area in one or two vehicles only.
- C. Whenever it is necessary to transport workers in the body of a truck, all employees must be seated with the tailgate up.
- D. Contractors entering or leaving the job site must use routes designated by the

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Safety and Security Departments. There is NO EXCEPTION.

- E. All motor vehicles which are permitted to use roadways inside Six Flags New England will be driven by a person with a valid driver's license at a safe rate of speed, not exceeding the maximum speed limit allowed in the Park. Park restrictions and all regulations must be observed.
- F. Contractor personnel are not permitted to tour the facilities and are restricted to their job site unless purchasing meals at Employee Cafe.
- G. All vehicles that are used by Contractors are subject to search on Park property.

#### **9.5.5 HAZARD COMMUNICATION AND HAZARDOUS MATERIALS**

It is the Contractor's responsibility to comply with state and federal Hazard Communication and Hazardous Material Regulations. The Contractor must also furnish a copy of his/her program, if requested, to the Safety Department, as required by OSHA 29 CFR 1926.59.

**NO CHEMICALS, FLAMMABLE LIQUIDS, OR OTHER HAZARDOUS MATERIALS SHALL BE ALLOWED ON SIX FLAGS NEW ENGLAND PROPERTY**, unless approved by the responsible Department Manager and the Safety Department.

Contractors must comply with the following:

- A. Obtain prior site approval from the Safety Department for use and/or storage of all chemicals and/or hazardous materials on Six Flags New England property.
- B. Have Material Safety Data Sheets available on Park property for all chemicals in use. The Contractor must provide copies to the Safety Department prior to bringing the material on site.
- B. Maintain an inventory list of all chemicals used on the property. This list must include the amount of material on site and where it is located. This list must be updated as it changes and submitted to the Safety Department.
- D. Remove all waste material from the Park on a daily basis, or more often if necessary, and dispose of as required by federal, state, and local regulations.
- E. Ensure that all employees of the Contractor are trained in hazardous

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materials and chemical storage and disposal.

All chemicals, flammable liquids, hazardous materials and wastes, etc., brought onto Park property and/or created by the Contractor are the Contractor's responsibility. Six Flags New England does not take ownership of any chemical, waste, etc., unless specifically stated in any contract entered into between Six Flags New England and the Contractor. Any disposal cost, spill clean-up cost, etc, is the responsibility of the Contractor.

#### **9.5.6 Other Information**

All Contractors are required to comply with the following:

- A. Safety and Security Departments (extension 3006) at Six Flags New England shall be notified not less than 15 minutes prior to any welding, cutting, or hot work operations to be performed on Park property. When burning or welding equipment is used, adequate fire extinguishing equipment must be in the immediate vicinity.

In certain areas under certain conditions, it may be necessary for the Contractor to employ a fire watch. A fire watch shall be maintained for 30 minutes after the work is completed. Any open burn requires the approval of the Safety Department

Permits to perform hot work, welding, and/or cutting operations must be issued daily by the Tool Crib or Welding Supervisor and returned to Security Office at the end of the shift.

- B. The Contractor shall contact Fire/Safety personnel (extension 3006) concerning proper procedures to follow when disposing of waste, flammable materials, or pressurized containers.
- C. Contractors shall provide such fire equipment as outlined by Park Fire/Safety personnel.
- D. Fire/Safety personnel shall be notified immediately in the event that fire equipment, any entrances, fire aisles, etc., become blocked or damaged.

**IT IS ABSOLUTELY PROHIBITED FOR ANY CONTRACTOR OR CONTRACTOR PERSONNEL TO SHUTDOWN ANY PART OF THE FIRE PROTECTION SYSTEM.**

- E. When a Contractor accident causes damage to Six Flags New England

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property, the Contractor or Contractor employee must immediately notify the Security Department (extension 3006)

- F. The taking of pictures by Contractors is strictly prohibited without permission from the Safety and Security Departments.
- G. Contractor employees may use the Park's associate cafeteria to purchase meals, with proper identification.

#### **9.5.7 Lockout/Tag out**

All Contractors and Concessionaires are required to meet all OSHA regulations that apply to lockout/tag out, as well as comply with the Six Flags New England lockout/tag out procedure. The Contractor shall contact his/her Park representative for specific information on putting the applicable equipment in a zero energy state.

The Contractor must provide lockout and tag out devices for all employees working in an area that needs to be locked out. Each lockout/tag out device used by a Contractor must indicate the employee's name, the company's name, and the work location.

#### **9.5.8 Unsafe Conditions/Unsafe Behavior/Unsafe Practices**

- A. It is the Contractor's responsibility to keep work areas free of any unsafe conditions, unsafe behavior, or unsafe practices and to correct any violations over which the Contractor has control.
- B. The Contractor will notify the Safety Department of any unsafe situation over which the Contractor has no control.

#### **9.5.9 Confined Space**

All Contractors are required to comply with all OSHA and Commonwealth of Massachusetts regulations regarding confined space.

All Contractors must provide their own monitoring equipment and their own trained safety watch.

All confined space entries made by a Contractor must be approved by the Safety Department prior to entry.

In addition to the Contractor's confined space permit, a Restricted Area Access permit must be filled out by a Park confined space supervisor.

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Any questions regarding confined space shall be directed to the Safety Department.

#### **9.5.10 Contractor Security**

The Contractor shall take the required security measures to protect materials, including any materials furnished to the Contractor by Six Flags New England and Six Flags New England will not be responsible for any missing Contractor materials or tools.

The Contractor will be responsible for any loss or damage caused by the Contractor, Contractor employees, or Subcontractors to the work or materials, to Six Flags New England property, and to persons.

All bags and packages are subject to search by Security when entering or exiting Park property.

### **9.6 INSPECTIONS**

Contractor supervision is responsible to conduct daily inspections to assure compliance with Contractor procedures, as well as compliance with all Six Flags New England procedures and all applicable federal, state, and local codes, ordinances, regulations, and standards. Inspection forms must be submitted to the Safety Department.

The Six Flags New England Safety Department will also conduct inspections of Contractor job sites. A Contractor Job Site Inspection Form (Appendix B) will be completed by the Safety Department and reviewed with the Contractor supervisor. Any deficiencies will be corrected.

#### **9.6.1 Outside Agencies**

It is the policy of Six Flags New England that all visitors are to be registered through Security (depending on the Park operation schedule). Therefore, if the Contractor is contacted by any agency representative for a compliance visit on a job being performed on Six Flags New England property, the following procedures apply:

- A. The Contractor will schedule the date and time to meet with the compliance agency representative at the Maintenance Shop.
- B. The Contractor will immediately contact the Safety Department and advise of the date and time of the compliance meeting.
- C. The Contractor will bring records which are requested to the Maintenance Building Conference Room.

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- D. The Contractor will arrange any required job site inspection.
- E. Safety Management may elect to attend the opening and closing conferences, if applicable.

## **9.7 VIOLATION PROCEDURE**

When any safety violation is observed by a representative of Six Flags New England, the Contractor supervisor will be requested to correct the violation. If the Contractor is repeatedly notified of safety violations, he/she will be required to attend a meeting with the Safety Department and the applicable Department Manager to discuss the problems.

If a Contractor employee is notified in writing three times of a safety violation, that employee will no longer be allowed to work on Park property. The Contractor supervisor will be notified of each violation "write-up" as it occurs. Three safety violations could result in immediate removal from Six Flags New England property.

Any Contractor employee committing violations of theft, trespassing, or destruction of Park property will be immediately removed from property and may be prosecuted.

Violation of this policy will subject the Contractor to breach of contract and termination of the Contractor's employment.

## **Working with Outside Contractors**

### **9.8 PURPOSE**

To establish a program that delineates the roles and responsibilities of Six Flags maintenance employees when working on a job site with outside contractors.

#### **9.8.1 OBJECTIVE**

To prevent injuries and unsafe work conditions that may occur when multiple companies are working on the same project.

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## 9.8.2 SCOPE

This program applies to all areas of maintenance operations and to all contractors employed by Six Flags New England.

## 9.8.3 DEFINITIONS

Competent Person – the individual identified by the Project Manager who is capable of identifying existing and predictable hazards in the surroundings or working conditions, which are unsanitary, hazardous, or dangerous to employees and who has authorization to take prompt corrective measures to eliminate them.

Contractor – any outside firm(s) brought in to lead, assist or provide support to the Six Flags New England maintenance staff in work being completed on property.

Project Manager – The Six Flags New England Maintenance Management representative who has control of the project, the hiring of outside contractors and to whom all entities will report.

Qualified Person - one who, by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training and experience, has successfully demonstrated his ability to solve or resolve problems relating to the subject matter, the work, or the project.

## 9.8.4 PROCEDURE

Upon the awarding of a job contract to an outside contractor(s), and completion of the Contractor Responsibilities (parts 9.1 through 9.7), it will be the responsibility of the park's Project Manager to hold a pre-work conference with the on-site Supervisor(s) for the contractor(s), and the park's on-site Supervisor for the job.

The primary focus of the conference will be to determine which company has the primary role of supervising the overall job site and who will be considered the Competent Person for the job site. The role of the Competent Person will be to conduct all job site inspections, materials, and equipment and to ensure that all employees are working in a safe manner. In special situations, a Qualified Person may also be designated to assist in the technical aspects of the project.

All involved parties will complete a Job Hazard Analysis, Appendix A, and the Job Role Identifier, Appendix B, which establish the roles of all employees and contractors on the site, with special attention to who has the overall control of the job site and who is the Competent Person, if not one in the same.

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The Job Site Supervisor / Competent Person will complete a Contractor Job Site Inspection, Appendix C, at the beginning of the work and periodically throughout the job. Completed Inspection Reports will be returned to the Project Manager before the completion of the job.

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**APPENDIX A**  
**CONTRACTOR JOB SAFETY ANALYSIS**

Contractor: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Crew Members: \_\_\_\_\_

Job Location: \_\_\_\_\_ Description: \_\_\_\_\_

Emergency Phone: \_\_\_\_\_ Telephone Location: \_\_\_\_\_

Emergency Evacuation Procedure: \_\_\_\_\_

Emergency Shower and Eyewash Location: \_\_\_\_\_

Fire Extinguisher Location: \_\_\_\_\_

Authorized Smoking Location: \_\_\_\_\_

**Mandatory Safety Equipment on All Jobs:**

Steel Toe Boots, Safety Glasses, Shirt, Pants

**Additional Safety Equipment:**

( ) Respirator Type: \_\_\_\_\_ ( ) Face shield

( ) Gloves Type: \_\_\_\_\_ ( ) Earplugs

( ) Goggles ( ) Life vest

( ) Safety Harness/Belt/Lanyard ( ) Hard Hat

( ) Other: \_\_\_\_\_

**Barriers in Place:**

( ) Open Pits & Trenches ( ) Trip Hazards

( ) Truck & Equipment ( ) Work Area

**Lockout/Tag out System:**

( ) Mechanical

( ) Electrical

( ) Other: \_\_\_\_\_

**Hazards:**

**Precautions:**

( ) Chemical (attach MSDS) \_\_\_\_\_

( ) Noise \_\_\_\_\_

( ) Electrical \_\_\_\_\_

( ) Fall Potential \_\_\_\_\_

( ) Overhead Hazards \_\_\_\_\_

( ) Weather \_\_\_\_\_

( ) Confined Space \_\_\_\_\_

All of the above items have been discussed and are understood by the above crew members. I have reviewed the above information with all of the above crew members.

**Supervisor**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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## APPENDIX B JOB ROLE IDENTIFIER

**Date:** \_\_\_\_\_

**Job Location:** \_\_\_\_\_

**Job Description:** \_\_\_\_\_

**Contractor(s):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Crew Members:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Six Flags Maintenance On-Site Supervisor:** \_\_\_\_\_

**Contractor(s) On-site Supervisor:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Job Site Competent Person:** \_\_\_\_\_

**Job Site Qualified Person:** \_\_\_\_\_

\_\_\_\_\_  
**Six Flags Project Manager**

\_\_\_\_\_  
**Six Flags Supervisor**

\_\_\_\_\_  
**Contractor(s) Supervisor**

\_\_\_\_\_  
**Contractor(s) Supervisor**

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## APPENDIX C JOB SITE INSPECTION

By: \_\_\_\_\_ Date: \_\_\_\_\_

Time: \_\_\_\_\_

Contractor: \_\_\_\_\_

Area: \_\_\_\_\_

**Barriers:**      Yes      No      N/A

Equipment      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

Open Pits      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

Trip Hazards      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

Comments: \_\_\_\_\_

**Posted Forms:**

**Personal Protective Equipment:**

Yes No N/A

Yes No N/A

**Lockout/Tag out:**

Mechanical      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_ Hard Hat      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

Electrical      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_ Safety Glasses      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

Other: \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_ Safety Shoes      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

Comments: \_\_\_\_\_ Earplugs      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

JSA      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_ Face Shield      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

Confined Space      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_ Goggles      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

Comments: \_\_\_\_\_ Gloves      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

**Confined Space Readings:**

O<sub>2</sub>: \_\_\_\_\_ H<sub>25</sub>: \_\_\_\_\_ Resp Type: \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

Fall Protection

LEL: \_\_\_\_\_ CO: \_\_\_\_\_ Comments: \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Contractor Supervisor Review:** \_\_\_\_\_

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**APPENDIX D  
ACKNOWLEDGMENT AGREEMENT  
FOR CONTRACTORS**

I have read and I understand the Safety, Health, and Security requirements of Six Flags New England I agree to convey this information to all employees of our Company that will be working on Six Flags New England property. I understand that abiding by these rules and policies is a condition of the contract and that Six Flags New England can remove us from the site for violations of the policies. I further understand that with the complex issues involved in coordinating work on a MULTI-EMPLOYER site, all safety, health and security issues must be closely supervised.

We will be responsible for not only our work area but also any other areas, which we control, that cause other Contractors to be exposed to hazardous conditions.

**COMPANY:** \_\_\_\_\_

**REPRESENTATIVE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**CERTIFICATE OF LIABILITY AND WORKERS COMPENSATION INSURANCE IS  
ON FILE WITH THE SAFETY OFFICE** \_\_\_\_\_

This signed copy must be returned to the Safety Department before starting work on site.